

City Hall Facility Department

Katie Norton, Facilities Manager



Employees

- ▶ Katie Norton,
Facilities Manager



- ▶ Darian Couturier,
Lead Maintenance & Repair

- ▶ Shawn Goshorn,
Maintenance & Repair



- ▶ Mary Morris,
Mail Clerk

Job Responsibilities

► Facilities Manager

- *Manage:* Print Production, Mail Room, and Maintenance of City Hall
- *Coordinate:* Printing standards, Access security, renovations/remodels, and Communications
- *Lead:* City Facility Managers, City Hall Safety & Security, and Employee events



Job Responsibilities

► Maintenance & Repair

- *Manage:* City Hall, Police Department, Police Elm St. location & 6 Fire Houses
- *Maintenance & Repair:* Equipment, preventative maintenance, general construction, painting, minor electrical, plumbing, fabrication, boiler, HVAC, safety equipment, asbestos mitigation, installation, furniture
- *Grounds:* Snow removal, salting, irrigation, garbage, recycling, lighting, repairs, concrete and masonry
- If a department needs help, Darian & Shawn are there



Job Responsibilities

► Mailroom Clerk

- *Mail:* 4 P.O. boxes (Utility bills, Property tax, Income tax, & General), 10 N. Division mail, opening, organizing, postage
- *Pick up & Delivery:* All City Hall internal departments, 16 external buildings
- *Security:* Commission info desk, screening table, election staff



Current Project

- City Hall terra cotta pediment façade replacement
 - *Summer of 2017:* Northeast corner fell
 - *East Pediment:* Replaced in spring of 2021
 - *South Pediment:* Replaced in spring 2022
 - *West Pediment:* Replaced in spring 2023



Current Project

- ▶ City Hall full building generator
- *City Hall & PD share heat*
- *Refurbish previous Police Department diesel generator*
- *Will run everything in City Hall minus the chiller*



Current Project

- ▶ Covid-19 Preparedness
 - Implement safety protocols
 - Manage disinfecting checklists for all city facilities
 - Coordinate with CSO to supply disinfectant and PPE for all city facilities



Future Projects

- City Hall exterior condition assessment
- *Fall of 2017*

Table 1. Engineer's Opinion of Probable Cost								
Repair Task					Subtotals	Total ¹		
Item ²	Description	Quantity	Unit	Unit Cost		Estimated Range of Repair Costs		
Priority 2 Repairs -recommend complete by 2024						\$67,800	to	\$86,000
Limestone								
1.	Grind and point failed mortar joints between limestone units and at stair step cracks	1500	LF	\$ 10	\$15,000	\$15,000		\$18,800
2.	Pin and dutchman repairs at full height cracks	20	EA	\$ 750	\$15,000	\$15,000		\$18,800
3.	Remove wood blocks from horizontal surface of limestone water table units and patch with approved material.	60	EA	\$ 75	\$4,500	\$4,500		\$5,700
4.	Grind and repoint mortar joints between limestone water table units. Install backer rod and sealant in all upward facing joints.	260	LF	\$ 14	\$3,640	\$3,700		\$4,600
5.	Rout and seal cracks within limestone units.	30	LF	\$ 25	\$750	\$800		\$1,000
6.	Patch previously spalled areas	15	EA	\$ 50	\$750			\$1,000
Brick Masonry								
7.	Remove loose materials and rebuild masonry at upper segment of chimney stack	100	SF	\$ 85	\$8,500	\$8,500		\$10,700
8.	Repair cracked/spalled concrete chimney cap	5	SF	\$ 85	\$425	\$500		\$600
Sealant								
9.	Remove and replace sealant at the following locations							
a.	Perimeter window sealant at remaining original windows and doors	525	LF	\$ 10	\$5,250	\$5,300		\$6,600
b.	Metal projection terminations	1450	LF	\$ 10	\$14,500	\$14,500		\$18,200

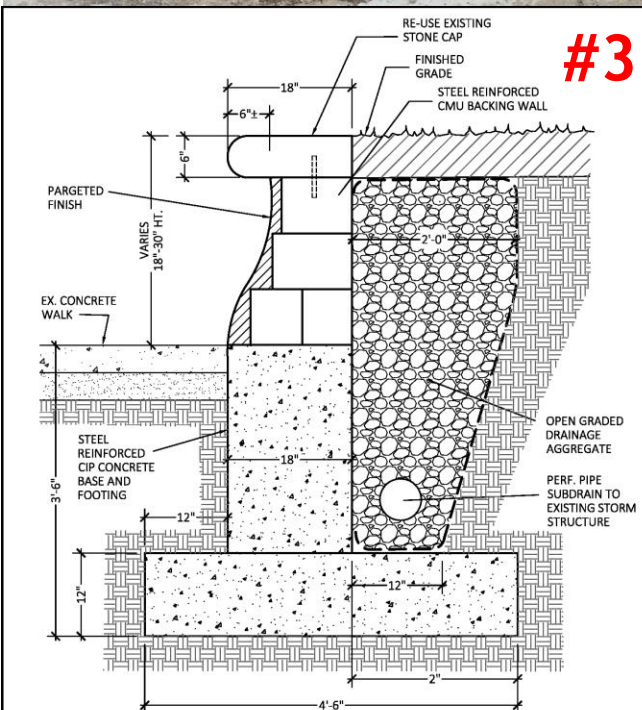
Future Projects

- City Hall exterior condition assessment
- *Fall of 2017*

Table 1. Engineer's Opinion of Probable Cost							
Repair Task					Total ¹		
Item ²	Description	Quantity	Unit	Unit Cost	Subtotals	Estimated Range of Repair Costs	
Priority 3-recommend complete by 2027						\$373,200	to \$466,600
Limestone							
1.	Clean surface of stained limestone units with a light water blast and use of a biologic cleaner.	13500	SF	\$ 4	\$54,000	\$54,000	\$67,500
Brick Masonry							
2.	Grind and repoint all mortar joints in the brick masonry to eliminate the "smear" coating	7000	SF	\$ 22	\$154,000	\$154,000	\$192,500
3.	Remove and replace cracked brick units.	600	EA	\$ 15	\$9,000	\$9,000	\$11,300
Terra Cotta							
4.	Following repairs, re-inspect terra cotta elements every five years to document evidence of continued corrosion related distress.	1	EA	\$ 5,500	\$5,500	\$5,500	\$6,900
5.	Perform a light pressure cleaning of the coated areas, and provide touchup, recoating in failed areas.	13500	SF	\$ 6	\$81,000	\$81,000	\$101,300
6.	Recoat surfaces, but not joints, in coordination with grinding and repointing program.	13500	SF	\$ 4	\$54,000	\$54,000	\$67,500
7.	Grind and point all mortar joints between window head and sill units. Provide backer rod and sealant in all upward facing mortar joints	650	LF	\$ 14	\$9,100	\$9,100	\$11,400
Miscellaneous							
9	Remove bird deterrent spikes and clean associated surfaces of debris.	50	LF	\$ 25	\$2,750	\$2,800	\$3,500
10	Clean iron hand rails and coat with corrosion inhibiting coating.	150	LF	\$ 25	\$3,750	\$3,800	\$4,700

Future Projects

- City Hall retaining wall replacement
- *Spring of 2017*



PRELIMINARY Opinion of Probable Construction Costs

Item	Qty.	Unit	Unit Price	Total
OPTION 3C - Remove Wall and Replace with CMU Backing Wall and Pargeted Finish				
Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
Site wide Construction Barrier Fencing	600	LF	\$ 7.00	\$ 4,200.00
Traffic Control Devices	1	LS	\$ 500.00	\$ 500.00
Demolish Wall and Foundation	1	LS	\$ 13,000.00	\$ 13,000.00
Salvage and repair Existing Wall Cap Units	1	LS	\$ 3,500.00	\$ 3,500.00
Excavate Demolished Material and Haul Off-site	125	CYD	\$ 23.00	\$ 2,875.00
18" wide CIP Concrete Base and Footing	450	LFT	\$ 170.00	\$ 76,500.00
CMU Backing Wall	850	SF	\$ 11.00	\$ 9,350.00
Pargeted Finish	850	SF	\$ 40.00	\$ 34,000.00
Reset existing Wall Caps	450	LFT	\$ 9.00	\$ 4,050.00
Wall Subdrain and 6A aggregate (2' wide)	450	LFT	\$ 50.00	\$ 22,500.00
Wall Subdrain Outlet connection to Existing Storm (Manhole in south walk and manhole in east parking)	1	LS	\$ 2,200.00	\$ 2,200.00
Repair/replacement of adjacent hardscapes	1	Allowance	\$ 10,000.00	\$ 10,000.00
Repair and Restore Lawn Irrigation	2,500	SF	\$ 0.75	\$ 1,875.00
Topsoil and Fine Grade	260	SY	\$ 4.60	\$ 1,196.00
Turf Seeding	2,400	SF	\$ 0.15	\$ 360.00
OPTION 3C Subtotal				\$ 191,106.00
Contingency: +15%				\$ 28,665.90
A&E Fees: +/- 10%				\$ 21,977.19

OPTION 3C Total \$ 241,749.09

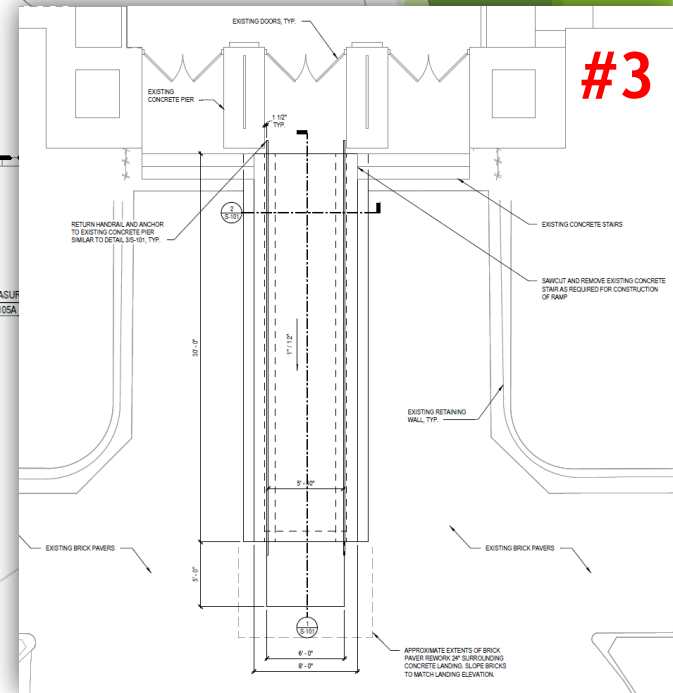
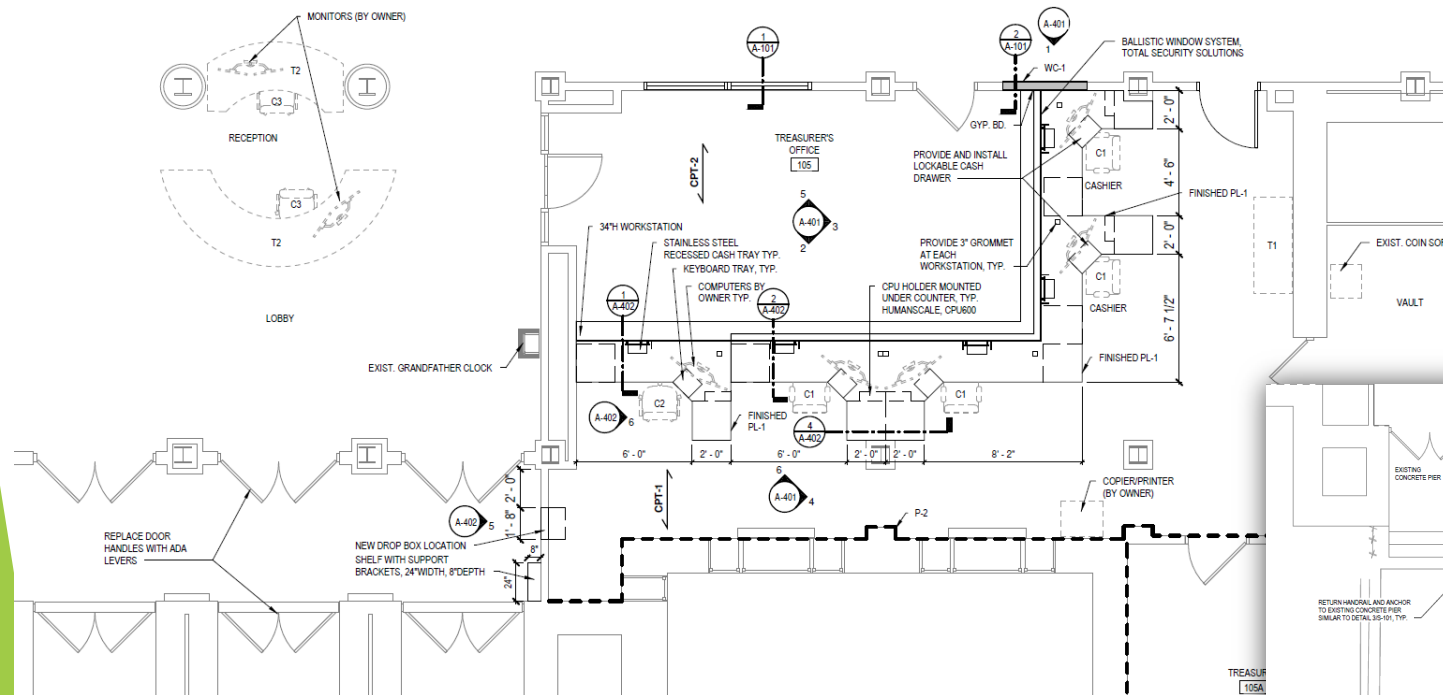
NOT INCLUDED : Subsurface explorations
Modifications to existing Utilities.

ALTERNATE : Wall Subdrain outlet to Existing Storm
(Connect to manhole in Division Street and manhole to east)

ADD \$2000

Future Projects

- City Hall Treasurer office remodel
- *Spring of 2017*



Future Projects

- ▶ **Roof renovation**
 - *Membrane roof, warranty expires August 2022*
- ▶ **Lighting improvements**
 - *Old light fixtures, dark atmosphere*
- ▶ **Interior painting**
 - *Last done in early 90's, dark, peeling, & dirty*
- ▶ **Carpet replacement**
 - *Current carpet installed in the 1982 remodel*
- ▶ **Refurbish 3 Air Handlers**
 - *Installed in 1982 remodel*
- ▶ **Solar Power**
 - *Large Consumers Energy bill, clean way to supplement electricity*

community improves Capital local financial programming linking communities expenditures cooperation state grant-in-aid ability decision-making continuity tax limited major stabilizes use stakeholders rates unlimited helps relating planning resources budgeting timeframe capacity provides needs long-term effectively allocate programs

